

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, HELD ON JULY 15 2019 AT 6:00 P.M. IN THE CIVIC CENTER, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS.**

**A. CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The meeting was called to order by Mayor Mitcham at 6:00 p.m. with the following present:

|                                  |                             |
|----------------------------------|-----------------------------|
| Mayor, Andrew Mitcham            | City Manager, Austin Bless  |
| Council Member, Drew Wasson      | City Secretary, Lorri Coody |
| Council Member, Greg Holden      | City Attorney, Scott Bounds |
| Council Member, Bobby Warren     |                             |
| Council Member, James Singleton  |                             |
| Council Member, Gary Wubbenhorst |                             |

The following City of Jersey Village Planning and Zoning Members were present:

|                                 |                               |
|---------------------------------|-------------------------------|
| Rick Faircloth, Chairman        | Ty Camp, Commissioner         |
| Courtney Standlee, Commissioner | Jennifer McCrea, Commissioner |

Commissioners Debra Mergel, Barbara Freeman, and Joseph Paul were not present at this meeting.

Staff in attendance: Eric Foerster, Chief of Police; Mark Bitz, Fire Chief; Isabel Kato, Finance Director; Christian Somers, Building Official; Jason Alfaro, Director of Parks and Recreation; Bob Blevins, IT Director; and Trelena Collins, HR Manager.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

- 1. Prayer by: Jeremy E. Ray American Legion Post 324 Chaplain.**
- 2. Pledge by: Stefanie Otto, Commander, Jeremy E. Ray American Legion Post 324.**

**C. PRESENTATIONS**

- 1. Presentation of Police Department Employee of the Second Quarter Award – by Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post 324.**

Stefanie Otto, Commander of the Jeremy E. Ray American Legion Post #324, along with Mayor Mitcham, presented the Police Department Employee of the Second Quarter award to Detective Travis Clay.

- 2. Presentation of Employee of the Month.**

The Employee of the Month Program was developed to encourage recognition of Jersey Village employees who show exemplary individual achievement, contribution, and performance in their jobs. These individuals consistently exhibit a positive and supportive attitude and make contributions beyond the usual expectations of their employment.

City Manager Austin Bless presented the June employee of the month award to Captain Christopher Dedear.

- 3. Presentation of the Mayor's Citizen Service Awards.**

Andrew Mitcham, Mayor, presented service awards to Max McCrea and Aiden McCrea.

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*In accordance with the Conflict of Interest Affidavit filed by Mayor Andrew Mitcham, he stepped away from the Council dais and did not call the item or participate in the discussions for item D1. Accordingly, Mayor Pro tem Bobby Warren called the item as follows:*

**D. JOINT PUBLIC HEARING WITH PLANNING AND ZONING COMMISSION**

- 1. Conduct a Joint Public Hearing with the Planning and Zoning Commission for the purpose of receiving oral comments from any interested person(s) concerning the proposal to amend Chapter 14, Article IV “Zoning Districts,” of the Code of Ordinances of the City of Jersey Village, Texas, by including and allowing “Retail Establishment Selling or Offering for Sale any Alcoholic Beverage” through Specific Use Permit in Zoning Districts F (“First Business District”), G (“Second Business District”), H (“Industrial District”), J (“Third Business District”), J-1 (“Fourth Business District”), and K (“Fifth Business District”).**

Mayor Pro tem Warren called the item and Chairman Rick Faircloth announced a quorum for the Planning and Zoning Commission. Mayor Pro tem Warren opened the Joint Public Hearing at 6:09 p.m., stating that the purpose of the meeting was to give those in attendance the right to speak and be heard concerning the proposal to amend Chapter 14, Article IV “Zoning Districts,” of the Code of Ordinances of the City of Jersey Village, Texas, by including and allowing “Retail Establishment Selling or Offering for Sale any Alcoholic Beverage” through Specific Use Permit in Zoning Districts F (“First Business District”), G (“Second Business District”), H (“Industrial District”), J (“Third Business District”), J-1 (“Fourth Business District”), and K (“Fifth Business District”).

With no one signing up to speak at the hearing, Mayor Pro tem Warren and Chairman Faircloth closed the joint public hearing at 6:10 p.m. and the Planning and Zoning Commission retired from the City Council meeting at 6:10 p.m. to conduct its posted meeting agenda and prepare final reports in connection with this joint public hearing.

*City Secretary, Lorri Coody, left the Council Chamber to attend the Planning and Zoning Commission Meeting at 6:10 p.m.*

*Mayor Mitcham rejoined the Council dais and called the next item as follows:*

**E. CITIZENS’ COMMENTS**

Citizens who have signed a card and wish to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and City Council Members are prevented from discussing the subject and may respond only with statements of factual information or existing policy. Citizens are limited to five (5) minutes for their comments to the City Council.

**Merrilee Beazley, 14910 Lakeview Drive, Jersey Village, Texas:** Ms. Beazley thanked Council for allowing citizen comments. She had the following questions concerning the Chapter 380 Agreement with Collaborate:

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- Have the certificates of obligation been issued by the city?
- In what amount?
- How will they be paid back?
- Is the projected closing date for August 31 still happening?
- Property shows to be 43 acres, exhibits only show 15 acres.
- Where are the additional acres?
- Will end buyer or assigner be privileged to the info?
- IS the city guaranteeing any promissory note?
- Has outside council been retained to protect Citizens long term interest?

**F. CITY MANAGER’S REPORT**

City Manager Bless gave his monthly report as follows:

- 1. Monthly Fund Balance Report, Enterprise Funds Report, Governmental Funds Report, Property Tax Collection Report – May 2019, General Fund Budget Projections as of June 2019, Utility Fund Budget Projections – June 2019, and Quarterly Investment Report – June 2019.**
- 2. Open Records Requests – Non-Police**
- 3. Fire Departmental Report and Communication Division’s Monthly Report**
- 4. Police Activity Report, Warrant Report, Investigations/Calls for Service Report, Staffing/Recruitment Report, and Police Open Records Requests**
- 5. Municipal Court Collection Report, Municipal Court Activity Report, Municipal Court Courtroom Activity Report, Speeding and Stop Sign Citations within Residential Areas Report, and Court Proceeds Comparison Report.**
- 6. Public Works Departmental Report and Construction and Field Projects Update**
- 7. Golf Course Monthly Report, Golf Course Financial Statement Report, Golf Course Budget Summary; Golf Course Social Media Summary Report, and Parks and Recreation Departmental Report**
- 8. Report from Code Enforcement**
- 9. City Social Media Summary Report**

**G. CONSENT AGENDA**

The following items are considered routine in nature by the City Council and will be enacted with one motion and vote. There will not be separate discussion on these items unless requested by a Council Member, in which event the item will be removed from the Consent Agenda and considered by separate action.

- 1. Consider approval of the Minutes for the Regular Session Meeting held on June 17, 2019 and the Special Session Meeting held on June 24, 2019.**
- 2. Consider Resolution No. 2019-43, authorizing the re-appointment of Directors Wasson, Holden, and Warren to a two-year term on the City of Jersey Village Crime**

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**Control and Prevention District to begin on September 1, 2019 and end on August 31, 2021.**

RESOLUTION NO. 2019-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE RE-APPOINTMENT OF DIRECTORS WASSON, HOLDEN, AND WARREN TO A TWO-YEAR TERM ON THE CITY OF JERSEY VILLAGE CRIME CONTROL AND PREVENTION DISTRICT TO BEGIN ON SEPTEMBER 1, 2019 AND END ON AUGUST 31, 2021.

- 3. Consider Resolution No. 2019-44, finding that CenterPoint Energy Houston Electric, LLC's requested increase to its Electric Transmission and Distribution Rates and Charges within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the Company; finding that the meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this resolution to the Company and Legal Counsel.**

RESOLUTION NO. 2019-44

A RESOLUTION OF THE CITY OF JERSEY VILLAGE, TEXAS, FINDING THAT CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC'S REQUESTED INCREASE TO ITS ELECTRIC TRANSMISSION AND DISTRIBUTION RATES AND CHARGES WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

- 4. Consider Resolution No. 2019-45, authorizing the City to enter into an Interlocal Agreement between the City of Jersey Village and the City of Spring Valley Village for mutual use of Level C Water and Wastewater Operators.**

RESOLUTION NO. 2019-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, AUTHORIZING THE CITY TO ENTER INTO AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF JERSEY VILLAGE AND THE CITY OF SPRING VALLEY VILLAGE FOR MUTUAL USE OF LEVEL C WATER AND WASTEWATER OPERATORS.

Council Member Wubbenhorst moved to approve items 1 through 4 on the consent agenda.  
Council Member Warren seconded the motion. The vote follows:

Ayes: Council Members Wasson, Holden, Warren, Singleton, and Wubbenhorst

Nays: None

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The motion carried.

*City Secretary Lorri Coody, rejoined the City Council Meeting at 6:28 p.m.*

*Mayor Mitcham called a short recess before calling the Regular Session Agenda as follows at 6:28 p.m.:*

**H. REGULAR SESSION**

- 1. Discuss and take appropriate action concerning a progress report from the Owners of the property located at 16884 NW FWY, Jersey Village, Texas concerning the progress on the performance of the permitted work required under Ordinance 2019-11, which found the structures on the Property to be substandard and a public nuisance; ordered JERSEY VILLAGE LODGING, LLC to abate the substandard and dangerous structures on the Property within 180 days; authorized the repair or demolition of the structures on the Property if the owners fail to abate the substandard and dangerous structures; authorized a lien against the Property for the costs of repair or demolition; and made other findings and provisions related thereto.**

Christian Somers, Building Official, introduced the item. This item is to receive the second progress report and take any action deemed appropriate. Mr. Somers reported the following concerning the subject property:

- City staff secured the property;
- Since then, notice was given last week to the property owner about an opening at Building 4. It has not yet been addressed;
- Transients have occupied the building on at least one occasion, requiring a police call;
- Interior asbestos reports provided and accepted (none found);
- Mold reports provided and accepted (came back positive – extensive remediation necessary). New mold reports provided at end of last week, which apparently reveal far-less-extensive mold. The reports will be assessed / reviewed with the review of the submitted plans;
- Roof reports provided and accepted (generally sound, though repairs necessary).
- July 15, 2019 was the deadline to submit plans. They did so by submitting a link to a drop box for downloading. My cursory review revealed:
  - An incorrect Application was submitted.
  - No MEP Applications, but that is typical when the “Master Permit” (the Building Permit) hasn’t been approved.
  - No response letter(s), except for MEPs.
  - They did not return the original “set” of plans;
- They have not kept up with landscaping maintenance / mowing despite being notified;
- The 2018 Hotel Taxes are still outstanding; and
- They are behind on the water bill.

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Council engaged in discussion about the owner not responding timely. Some wondered the level of confidence the Building Official has in the owner completing this project. Mr. Somers told the Council that he does have some level of confidence in the architect.

Council discussed the violations in the Ordinance. They also discussed the need for a police presence on the property and if a trespass affidavit would enable the police to make calls without an official complaint being filed.

Mr. Somers told the Council that he believes that currently, the building is secured by temporary fencing, but this is no longer enough and permanent fencing is needed to secure the property. Additionally, the rooms need to be secured to prevent unauthorized access.

Council engaged in discussion about item 6 in the Ordinance – “The Owner shall submit all applications for the permits necessary to repair the Property by JULY 15, 2019.” Mr. Somers reported that the building permit was submitted, but none were submitted for plumbing, electrical, and other subordinate permits. Additionally, there are issues with response letters being incomplete.

The property owner’s representative was present and presented information to City Council.

**Ms. Kathlyn Jones, 1980 Post Oak Blvd., Suite 1561, Houston, Texas (346) 358-9068:**

Ms. Jones told City Council that the deadline to submit the applications/plans was today. She reported that all the information was submitted within the deadline. The reason it was submitted at the final deadline was because of the mold assessment. New information came to light which required a second mold assessment. The second mold test was submitted and it showed a significant reduction in the amount of rooms needing mold remediation, which changed the need for repairs. She reported that her client has every intention to comply, but the new report pushed them back in all areas.

As far as the response letters not being complete, there is a misunderstanding. If correction is needed, her client will comply.

Council engaged in discussion about the July 15, 2019 deadline. They asked Ms. Jones why the property has not been permanently secured as agreed. Ms. Jones responded, telling Council that she was not aware of any security issues, but if there is they will address these issues. Additionally, she reported that they feel the property is adequately secured.

Ms. Jones was asked if she would commit to an affidavit of trespass. She replied by saying she would need to converse with her client concerning same.

Council engaged in discussion about the professionals hired by the owners to assist with the project. Mr. Somers reported that the owners have hired an architect, but do not have a general contractor at this point. There is an engineering firm that is handling the plumbing and electrical. Council was encouraged by the professionals involved in the project, but had concerns that the property is not adequately secured and the public safety

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issues. The owners must address public safety and they must permanently secure the property.

Discussion was had on how to move forward at this point. Some felt that Mr. Somers needed time to review the documents that were submitted on July 15, 2019 in order to provide feedback. Others felt there was a pattern of delinquency and that the owners are not taking this situation seriously. Nonetheless, most members felt that reasonable progress has been made and the project should be reviewed at the next City Council Meeting on August 19, 2019. At this meeting, City Council is expecting more engagement with Staff on the part of the owners and that the owners pay close attention to being timely with their responses in accordance with the schedule. The next step is that permits issue and then within 10 days work should start. Most Members felt that work should be well underway by time of the next meeting on August 19, 2019. If work has not started, some members felt that it will be time to move forward with enforcement of the Ordinance.

Ms. Jones was informed that the next meeting is set for August 19, 2019 at 7 PM in the Council Chamber. No formal action was taken on this item.

*In accordance with the Conflict of Interest Affidavit filed by Mayor Andrew Mitcham, he stepped away from the Council dais and did not call or participate in the discussions for items H2 and H3. Accordingly, Mayor Pro tem Bobby Warren called the items as follows:*

- 2. Consider Resolution No. 2019-46, receiving the Planning and Zoning Commission's Final Report concerning the proposal to amend the Code of Ordinances at Chapter 14, Article IV "Zoning Districts," by including and allowing "Retail Establishment Selling or Offering for Sale any Alcoholic Beverage" through Specific Use Permit in Zoning Districts F ("First Business District"), G ("Second Business District"), H ("Industrial District"), J ("Third Business District"), J-1 ("Fourth Business District"), and K ("Fifth Business District").**

Rick Faircloth, Chairman of the Planning and Zoning Commission, introduced the item. Background information is as follows:

The Planning and Zoning Commission met on June 17, 2019 to consider a proposal to amend the Code of Ordinances at Chapter 14, Article IV "Zoning Districts," by including and allowing "Retail Establishment Selling or Offering for Sale any Alcoholic Beverage" through Specific Use Permit in Zoning Districts F ("First Business District"), G ("Second Business District"), H ("Industrial District"), J ("Third Business District"), J-1 ("Fourth Business District"), and K ("Fifth Business District").

The Commission submitted its recommendation in its preliminary reports to Council on June 17, 2019. Additionally, the Commission requested that a Joint Public Hearing be ordered for July 15, 2019.

On July 15, 2019, the City Council and the Planning and Zoning Commission will conduct the joint public hearing and the Planning and Zoning Commission will make its final report

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and recommendation for this proposal. Some questions that have come up concerning the proposed changes are addressed below:

If the Code of Ordinances expressly lists a use permitted by right, then that use prevails over a use listed in the Specific Use section.

For example, if “Total Wine” were to look to construct a store in District F, it would proceed with a building permit without going through the zone change or SUP process, because District F allows “(14) Stores and shops for retail sales and personal service shops” by right.

The same kind of thing could be said for an Exxon station looking to locate in District F, because “(12) Gasoline filling stations, provided that all storage tanks for gasoline shall be below the surface of the ground” are allowed by right.

Similarly, a BJ’s Brew House Restaurant/Bar would probably look to “(13) Restaurants, cafes and cafeterias” as its express right to locate in District F.

Where the new (expanded) definition comes into play would be for one of the uses not expressly listed in the Code – i.e. Brewery. If a brewery were to look to open in District F, it would be hard to see how it would fit within any of the existing uses (without stretching the definition). If the new definition is included under Specific Use Permit, then a brewery would require a Specific Use Permit.

It would be up to the applicant to determine how to approach the project under the City’s Code. If Total Wine, Exxon, or BJ’s decided to obtain a Specific Use Permit, there is nothing wrong with that; however, Staff should let them know their options – either pursue a project under the expressly permitted use or go the SUP route.

All of that is for zoning/building permit issues. As for alcohol permits, nothing really changes.

Another issue that was brought up is the process for obtaining a Specific Use Permit. The process is covered in Sec. 14-84 and 14-84.1 of the Code of Ordinances. Basically, the applicant files an application and pays the fee, which initiates the following steps:

- Planning and zoning commission preliminary report submitted to city council.
- Joint public hearing with the planning and zoning commission and city council.
- Planning and zoning commission final report to the city council.
- Action.

With limited discussion on the matter, Council Member Singleton moved to approve Resolution No. 2019-46, receiving the Planning and Zoning Commission’s Final Report concerning the proposal to amend the Code of Ordinances at Chapter 14, Article IV “Zoning Districts,” by including and allowing “Retail Establishment Selling or Offering for Sale any Alcoholic Beverage” through Specific Use Permit in Zoning Districts F (“First

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Business District”), G (“Second Business District”), H (“Industrial District”), J (“Third Business District”), J-1 (“Fourth Business District”), and K (“Fifth Business District”). Council Member Holden seconded the motion. The vote follows:

Ayes: Council Members Holden, Singleton, and Wubbenhorst  
Mayor Pro tem Warren

Nays: None

Abstain: Council Member Wasson

RESOLUTION NO. 2019-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RECEIVING THE PLANNING AND ZONING COMMISSION’S FINAL REPORT CONCERNING THE PROPOSAL TO AMEND THE CODE OF ORDINANCES AT CHAPTER 14, ARTICLE IV “ZONING DISTRICTS,” BY INCLUDING AND ALLOWING “RETAIL ESTABLISHMENT SELLING OR OFFERING FOR SALE ANY ALCOHOLIC BEVERAGE” THROUGH SPECIFIC USE PERMIT IN ZONING DISTRICTS F (“FIRST BUSINESS DISTRICT”), G (“SECOND BUSINESS DISTRICT”), H (“INDUSTRIAL DISTRICT”), J (“THIRD BUSINESS DISTRICT”), J-1 (“FOURTH BUSINESS DISTRICT”), AND K (“FIFTH BUSINESS DISTRICT”).

- 3. Consider Ordinance No. 2019-31, amending the Jersey Village Code of Ordinances at Chapter 14, Article IV “Zoning Districts,” by including and allowing “Retail Establishment Selling or Offering for Sale any Alcoholic Beverage” through Specific Use Permit in Zoning Districts F (“First Business District”), G (“Second Business District”), H (“Industrial District”), J (“Third Business District”), J-1 (“Fourth Business District”), and K (“Fifth Business District”).**

Christian Somers, Building Official, introduced the item, stating that this item is to approve the Ordinance to make amendments to Chapter 14, Article IV “Zoning Districts,” by including and allowing “Retail Establishment Selling or Offering for Sale any Alcoholic Beverage” through Specific Use Permit in Zoning Districts F (“First Business District”), G (“Second Business District”), H (“Industrial District”), J (“Third Business District”), J-1 (“Fourth Business District”), and K (“Fifth Business District”).

With limited discussion on the matter, Council Member Singleton moved to approve Ordinance No. 2019-31, amending the Jersey Village Code of Ordinances at Chapter 14, Article IV “Zoning Districts,” by including and allowing “Retail Establishment Selling or Offering for Sale any Alcoholic Beverage” through Specific Use Permit in Zoning Districts F (“First Business District”), G (“Second Business District”), H (“Industrial District”), J (“Third Business District”), J-1 (“Fourth Business District”), and K (“Fifth Business District”). Council Member Holden seconded the motion. The vote follows:

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Ayes: Council Members Holden, Singleton, and Wubbenhorst  
Mayor Pro tem Warren

Nays: None

Abstain: Council Member Wasson

The motion carried.

ORDINANCE NO. 2019-31

AN ORDINANCE AMENDING CHAPTER 14, ARTICLE IV “ZONING DISTRICTS”, OF THE CODE OF ORDINANCES OF THE CITY OF JERSEY VILLAGE, TEXAS, BY INCLUDING AND ALLOWING “RETAIL ESTABLISHMENT SELLING OR OFFERING FOR SALE ANY ALCOHOLIC BEVERAGE” THROUGH SPECIFIC USE PERMIT IN ZONING DISTRICTS F (“FIRST BUSINESS DISTRICT”), G (“SECOND BUSINESS DISTRICT”), H (“INDUSTRIAL DISTRICT”), J (“THIRD BUSINESS DISTRICT”), J-1 (“FOURTH BUSINESS DISTRICT”), AND K (“FIFTH BUSINESS DISTRICT”); PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY; PROVIDING FOR PUBLICATION; AND, PROVIDING AN EFFECTIVE DATE.

*Mayor Mitcham rejoined the Council dais and called the next item as follows:*

**I. MAYOR AND COUNCIL COMMENTS**

Pursuant to Texas Government Code § 551.0415, City Council Members and City staff may make a reports about items of community interest during a meeting of the governing body without having given notice of the report. Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutory recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutory recognition for purposes of this subdivision;
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

**Council Member Wubbenhorst:** Council Member Wubbenhorst had no comments.

**Council Member Singleton:** Council Member Singleton thanked all for coming to the July 4, 2019 parade. He appreciated the Jersey Village Police and Fire for keeping the event safe. He also invited all to attend the Adult Field Day in the Park on July 27, 2019.

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**Council Member Wasson:** Council Member Wasson congratulated Max and Aiden on their service award. It shows great dedication to the City.

**Council Member Holden:** Council Member Holden had no comments.

**Council Member Warren:** Council Member Warren invited all in attendance to attend the budget work session.

**Mayor Mitcham:** Mayor Mitcham told everyone that the Council will work on the budget during the next few evenings. The Council meets twice a year for the process which began back in May and will meet again starting tonight. The process includes a line by line review of the City's budget to make sure that all is in order and in accordance with the goals and objectives of the City. He closed by saying he is confident in this process and he thanked everyone for coming.

**Upon completion of Agenda Items A through I, City Council took a short recess in order to reconvene the remaining agenda item J. Work Session Agenda, including Budget Items in the City of Jersey Village Civic Center Meeting Room, 16327 Lakeview Drive, Jersey Village, Texas.**

**J. WORK SESSION AGENDA**

**1. Review and discuss the proposed fiscal year 2019-2020 municipal budget.**

Austin Bless, City Manager, began the budget work session with the following opening remarks:

In your meeting packet, you will find the proposed budget for Fiscal Year 2020. This budget represents many hours of work by staff in coming up with a reasonable budget that continues funding the priorities of the community.

We continue to make flood mitigation funding a priority with another \$2 million allocated to the mitigation projects. It is looking very likely that we will get the grant funding for the Berm and Wall Street projects.

As the Wall Street Neighborhood Drainage project will be occurring this fiscal year we are also proposing to redo the entire street and the water lines and street lights on Wall Street.

We are funding the new city hall building at \$4 million. That money will come from the Facility Replacement Reserve Line.

We have implemented the increased homestead exemption for the upcoming year as well. Overall the city looks to be in good shape. We have new development which will spur activity in the community. It will also require some more police presence. We are proposing 2 new officers. We are also proposing to add 2 new full time fire fighters to help with day time coverage.

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In our budget we have to maintain our salaries to our comparative cities, based upon our bi-annual salary survey. We take the salaries for the comparison communities and utilize that average to be the midpoint of our salary scale.

Council has expressed concern in the past about the staff salaries and has asked us to look at doing better than average. If we were to take the average of the comparison communities and utilize that as our starting point that would certainly make our wages more attractive than our competition communities. In doing that it would require another \$107,000 from the general fund and \$89,000 from the enterprise funds for a total impact of \$196,000.

If the Council wanted to be the best when it came to salaries, we could implement the highest salaries as our baseline. If we did that it would require \$518,000 from the general fund above what is currently factored into the budget. It would also require \$208,000 from the enterprise funds above what is currently factored into the budget. That would be total budgetary impact of \$726,000.

A 3% increase in salaries has been built into the proposed budget. Also, health insurance came in 2% less than last year and will have a dividend of \$25,000, so the health insurance figures will be less.

Four Million has been set aside in the CIP for a New City Hall in budget year 2019-2020 and another Four Million to complete the project in budget year 2020-2021.

Overall Jersey Village remains on solid financial footing and will remain that way for the foreseeable future.

The Budget document looks a bit different this year. The supplementals are entered right into the line items, making the review process more efficient.

The proposed supplementals for budget year 2019-2020 are as follows:

| <b>BUDGET 2019-20</b> |     |            |   |              |            |     |
|-----------------------|-----|------------|---|--------------|------------|-----|
| City Mgr              | Rnk | Exp. Line  | Description   | Department   | Cost       | O/R |
|                       | 34  | 01-11-5007 | Records Management Increase                           | Admin        | \$ 1,000   | R   |
|                       | 33  | 01-11-5014 | Supplemental Medical Expenses                         | Admin        | \$ 2,000   | R   |
|                       | 43  | 01-11-5025 | Request for Increased Advertising                     | Admin        | \$ 1,500   | R   |
|                       | 27  | 01-12-5515 | Marketing Assistance                                  | Legal/Other  | \$ 30,500  | O   |
|                       | 11  | 01-13-4504 | Additional Backup Copy Solution                       | IT           | \$ 18,300  | R   |
|                       | 17  | 01-13-4504 | Annual Software Maintenance Renewals                  | IT           | \$ 7,300   | R   |
|                       | 4   | 01-13-4504 | Email Threat Test                                     | IT           | \$ 3,000   | R   |
|                       | 5   | 01-13-4504 | Enhance Video Surveillance Camera/Monitoring          | IT           | \$ 3,000   | R   |
|                       | 6   | 01-21-3515 | Medical Supplies Supplemental - CCPD                  | Police       | \$ 1,000   | R   |
|                       | 7   | 01-21-3523 | Tools / Equipment Supplementals - CCPD                | Police       | \$ 10,250  | O   |
|                       | 8   | 01-21-4599 | Audio Recorders and LED Strobe Lights - CCPD          | Police       | \$ 1,500   | O   |
|                       | 9   | 01-21-6572 | Lazer Shot Training Simulator - CCPD                  | Police       | \$ 25,373  | O   |
|                       | 10  | 01-21-6572 | Bullet-proof Vests - CCPD                             | Police       | \$ 9,600   | O   |
|                       | 30  | 01-23-3002 | Additional Part Time Staff Funding                    | Comm.        | \$ 6,000   | R   |
|                       | 22  | 01-23-3503 | Office Supplies - new printer cartridges costing more | Comm.        | \$ 2,000   | R   |
|                       | 1   | 01-25-30XX | Two Additional Firefighters (Salary and benefits)     | Fire         | \$ 183,434 | R   |
|                       | 36  | 01-25-3515 | Medical Supplies                                      | Fire         | \$ 5,000   | R   |
|                       | 18  | 01-25-5029 | Expenses for Paramedic school for 2 of our volunteers | Fire         | \$ 5,000   | R   |
|                       | 24  | 01-25-9781 | Vehicle Replacement Plan                              | Fire         | \$ 38,965  | O   |
|                       | 25  | 01-30-9781 | Vehicle Replacement Plan                              | Public Works | \$ 20,560  | O   |

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|             |            |  |                |            |   |
|-------------|------------|--|----------------|------------|---|
| 45          | 01-31-9772 | Supplemental for \$1250 for amortization                       | Community Dev. | \$ 1,250   | O |
| 19          | 01-32-3523 | Additional costs in Tools and Equipment                        | Streets        | \$ 1,000   | R |
| 40          | 01-32-9781 | Vehicle Replacement Plan                                       | Streets        | \$ 28,850  | O |
| 39          | 01-33-3001 | Move to PT Janitorial (offset by removing contract Janitorial) | Building Maint | \$ 29,000  | R |
| 38          | 01-33-3517 | Additional Janitorial Supplies needed and for new buildings    | Building Maint | \$ 2,500   | R |
| 2           | 01-33-6580 | Restroom Remodel at FD   | Building Maint | \$ 30,000  | O |
| 37          | 01-33-6580 | Keyless Door Entry for doors at PD and FD -                    | Building Maint | \$ 10,000  | O |
| 32          | 01-33-6580 | Garage Door Replacement at FD                                  | Building Maint | \$ 10,000  | O |
| 3           | 01-33-6580 | Fire Dept Roof Repair  | Building Maint | \$ 7,000   | O |
| 21          | 01-33-6580 | Police Dept. Bay Door Repair                                   | Building Maint | \$ 9,500   | O |
| 41          | 01-33-6580 | Shade Structures Repair  | Building Maint | \$ 9,000   | O |
| 42          | 01-33-9781 | Vehicle Replacement Plan                                       | Building Maint | \$ 29,310  | O |
| 13          | 01-35-5508 | Garbage Pick up Increase                                       | Solid Waste    | \$ 23,835  | R |
| 12          | 01-35-5519 | Recycling Pick Up Rate Increase                                | Solid Waste    | \$ 6,523   | R |
| 16          | 01-36-3523 | New Lifts for PW Garage  | Fleet          | \$ 50,000  | O |
| 35          | 01-36-3523 | Necessary tools for more specialized vehicles                  | Fleet          | \$ 2,500   | R |
| 31          | 01-36-5029 | Fire Truck Maintenance Training                                | Fleet          | \$ 5,500   | R |
| 26          | 01-39-9781 | Vehicle Replacement Plan                                       | Fleet          | \$ 5,060   | O |
| 23          | 01-39-3002 | Increase for summer seasonal and life guards                   | Parks and Rec  | \$ 9,176   | R |
| 14          | 01-39-3531 | Events and Recreation Programs                                 | Parks and Rec  | \$ 8,000   | R |
| 20          | 01-39-3536 | Landscape Materials  | Parks and Rec  | \$ 1,810   | R |
| 15          | 01-39-6516 | Splash Pad Shade Structure                                     | Parks and Rec  | \$ 40,000  | O |
| 44          | 01-39-6516 | Pool House Remodel   | Parks and Rec  | \$ 48,000  | O |
| 29          | 01-39-6598 | Dump Trailer   | Parks and Rec  | \$ 10,000  | O |
| 28          | 01-39-9781 | Vehicle Replacement Plan                                       | Parks and Rec  | \$ 31,035  | O |
| FUND TOTAL: |            |  |                | \$ 784,131 |   |

|                         |   |      |           |           |  |
|-------------------------|---|------|-----------|-----------|--|
| Utility Fund            |   |      |           |           |  |
| 02-40-9802              | Vehicle Replacement Schedule                      | WWTP | \$ 31,080 | O         |  |
| 02-45-3523              | Increased tools and equipment                     | WWTP | \$ 2,000  | R         |  |
| 02-45-4504              | Software Maintenance Licenses                     | WWTP | \$ 1,200  | R         |  |
| 02-45-5029              | Training to have more operators and for equipment | WWTP | \$ 3,000  | R         |  |
| FUND TOTAL:             |   |      |           | \$ 37,280 |  |
| ONE TIME EXPENDITURES:  |   |      |           | \$ 31,080 |  |
| RECURRING EXPENDITURES: |   |      |           | \$ 6,200  |  |

|             |                  |            |           |           |  |
|-------------|------------------|------------|-----------|-----------|--|
| Impact Fee  |                  |            |           |           |  |
| 04-45-5515  | Impact Fee Study | Impact Fee | \$ 80,000 | O         |  |
| FUND TOTAL: |                  |            |           | \$ 80,000 |  |

|                       |                              |                  |          |          |  |
|-----------------------|------------------------------|------------------|----------|----------|--|
| Asset Forfeiture Fund |                              |                  |          |          |  |
| 06-61-6574            | Software Supplemental - CCPD | Oxygen Detective | \$ 1,200 | R        |  |
| Fund Total            |                              |                  |          | \$ 1,200 |  |

|                         |            |  |             |           |   |
|-------------------------|------------|--|-------------|-----------|---|
| Golf Course             |            |  |             |           |   |
| 17                      | 11-80-9802 | Vehicle Replacement Schedule                         | Golf Course | \$ 17,500 | R |
| 1                       | 11-81-3002 | Wages Increase to more accurately budget             | Club House  | \$ 23,080 | R |
| 2                       | 11-81-3401 | Merchandise for resale                               | Club House  | \$ 40,000 | R |
| 3                       | 11-81-5405 | Credit Card Charge Increase                          | Club House  | \$ 10,000 | R |
| 4                       | 11-81-5515 | USGA Consultant to tour facility and provide report  | Club House  | \$ 3,500  | R |
| 5                       | 11-82-3536 | Fertilization, herbicide, and aquatic chemicals      | Maintenance | \$ 20,375 | R |
| 18                      | 11-82-4041 | Water Well Maint. Increase                           | Maintenance | \$ 2,500  | R |
| 14                      | 11-83-4501 | Furn., Fixtures, Off. Equip. Related to new building | Maintenance | \$ 5,000  | O |
| 6                       | 11-87-7010 | Front Sand Bunker Renovations                        | Maintenance | \$ 48,000 | O |
| 7                       | 11-87-7010 | Driving Range Netting                                | Maintenance | \$ 30,000 | O |
| 8                       | 11-87-7010 | Lake and Pump House Beautification                   | Maintenance | \$ 15,000 | O |
| 9                       | 11-87-7010 | Cart Barn Renovations                                | Maintenance | \$ 17,000 | O |
| 10                      | 11-87-7010 | Golf Maintenance Facility                            | Maintenance | \$ 18,000 | O |
| 11                      | 11-87-7010 | Putting Green Beautification                         | Maintenance | \$ 10,000 | O |
| 12                      | 11-87-7010 | Cart Path Repairs                                    | Maintenance | \$ 8,000  | R |
| 13                      | 11-87-7010 | Tree Moving/Replacement \$5,000                      | Maintenance | \$ 5,000  | O |
| 16                      | 11-88-3523 | Tire Machine   | Maintenance | \$ 3,000  | O |
| 15                      | 11-88-3523 | Rolling toolbox                                      | Maintenance | \$ 1,600  | O |
| FUND TOTAL:             |            |  |             | \$ 4,600  |   |
| ONE TIME EXPENDITURES:  |            |  |             | \$ 4,600  |   |
| RECURRING EXPENDITURES: |            |  |             | \$ 8,000  |   |

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| Court Technology |                                       |                                |          |
|------------------|---------------------------------------|--------------------------------|----------|
| 12-28-9771       | New Court Video Notebook              | \$                             | 1,500 O  |
| 12-28-9772       | New Court Video notebook contribution | \$                             | 375 R    |
|                  |                                       | <u>FUND TOTAL:</u>             | \$ 1,875 |
|                  |                                       | <u>ONE TIME EXPENDITURES:</u>  | \$ 1,500 |
|                  |                                       | <u>RECURRING EXPENDITURES:</u> | \$ 375   |

  

| Crime Control Prevention District |  |                                |              |
|-----------------------------------|--|--------------------------------|--------------|
| 50-27-3505                        | Medical Supplies Supplemental                | Police                         | \$ 1,000 R   |
| 50-27-3523                        | Taser Parts/Supplies                         | Police                         | \$ 3,500 O   |
| 50-27-3523                        | Thermal Handhelds                            | Police                         | \$ 5,000 O   |
| 50-27-3523                        | Binoculars                                   | Police                         | \$ 1,750 O   |
| 50-27-4504                        | Oxygen Detective Software maintenance fee    | Police                         | \$ 1,200 R   |
| 50-27-5523                        | Adding 2 additional FT Officers              | Police                         | \$ 62,493 R  |
| 50-27-6573                        | Dispatch - Radio Control Computers           | Police                         | \$ 4,000 O   |
| 50-27-9781                        | 3-Patrol Tahoes and 2-Detective Tahoes       | Police                         | \$ 260,000 O |
| 50-27-3505                        | Medical Supplies Supplemental - CCPD         | Police                         | \$ 1,000 R   |
| 50-27-4599                        | Audio Recorders and LED Strobe Lights - CCPD | Police                         | \$ 1,500 O   |
| 50-27-6572                        | Laser Shot Training Simulator - CCPD         | Police                         | \$ 25,373 O  |
| 50-27-6572                        | Bullet-proof Vests - CCPD                    | Police                         | \$ 9,600 O   |
|                                   |  | <u>FUND TOTAL:</u>             | \$ 376,416   |
|                                   |  | <u>ONE TIME EXPENDITURES:</u>  | \$ 310,723   |
|                                   |  | <u>RECURRING EXPENDITURES:</u> | \$ 65,693    |

The supplemental process was discussed. Council also discussed the vehicle replacement plan that was implemented last year. City Manager Bless stated that the program is on schedule as projected.

With no further discussion on open remarks, the Council began the review of the proposed budget, department by department. What follows are those areas of the review wherein the Council engaged in discussion.

**Revenues**

City Manager Bless explained that the projected revenues have decreased over last year's numbers due to the recent decision to increase the tax exemptions. He also explained that we do not have good numbers for sales tax on Argos because they had made a mistake in their reporting to the State Comptroller and are currently in the process of correcting the mistake. The mistake covered the first six (6) months of 2019.

Council engaged in discussion about the delinquent property tax process and how these numbers play into the budget. Finance Director Kato explained that the numbers recorded in the budget are ear-tagged for refunds under the appeal process.

**Ambulance Service Fees**

The decrease in the budgeted numbers was discussed. Fire Chief Mark Bitz explained the reason for the decrease, stating it is mostly connected to the low payments for service that the City received from Medicare.

**Rental Fees**

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Council wanted to know where the pool membership information is being recorded. Finance Director Kato explained it is recorded under this line item. It was the consensus of Council that the pool memberships be reported under their own line item so as to better capture the information pertaining to the pool.

**Building Permits**

The decrease in this line item was discussed. City Manager Bless explained that the David Weekly Homes project is complete and the request for permits has fallen off. However, he reported that with the development of Village Center, it is expected that these requests will increase over the coming months.

**Department 11 - Administration**

City Manager Bless explained the supplementals being requested for Records Management and Codifications. Council engaged in discussion about the wage line item. City Manager Bless explained that this line item is used to pay for part-time work and for the summer interns. Council also discussed the codification supplemental, asking about the process. City Secretary, Lorri Coody, explained the process, stating that typically the City sends the Council's Ordinances to be codified on a quarterly basis, unless the Council passes/approves a large number of changes in any given meeting. The quarterly submittal does save the City money.

**Department 12 - Legal**

Council engaged in discussion about the supplemental to market Jersey Village better to the outside area. We are looking to do some photography and videography. This includes the creation of ads to be used via social media, online, print, possibly billboards, and would target businesses and families. Some members wondered if timing on this item is appropriate and if it wouldn't be better to put this off until Village Center is nearing completion.

**Department 13 - IT**

The upgrade to INCODE 10 was discussed. Some Council Members wanted to know if arrangements need to be made to save for the next upgrade. IT Director, Bob Blevins, explained that moving from INCODE 9 to INCODE 10 was a big migration since it changed the program language and included a conversion of data. Now that the move has been made, future updates will be minor.

Council also discussed software licensing and what is being done to insure that the City is not paying for licensing on software that is no longer being used. Mr. Blevins explained that he monitors the use of the various software programs to ensure that licenses are still required.

**Police**

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Council discussed the jail expense. Chief of Police, Eric Foerster, explained that this line item is used to pay Harris County for housing prisoners from Jersey Village. Council also discussed the increase in funding for the STEP Program. Chief Foerster explained that this program is beneficial to the City and pays for itself. In connection with this program, some Members wanted to know if our Police Department works traffic on US HWY 290. Chief Foerster confirmed that his officers do work US HWY 290 for speed control.

**Fire**

Council discussed the new positions being requested.

**Building Maintenance**

The supplement for a part-time position for Janitorial Services was discussed. There was a concern that this position could turn into a full-time position.

There was an error discovered in the transfers of \$24,000. This error will be corrected.

The increases to capital outlay were discussed. Parks and Recreation Director, Jason Alfaro, explained that the increases are being requested for the following projects:

- 1) Keyless Door Entry for doors at PD and FD - \$10,000 (this includes doors to records, property rooms and offices)
- 2) Garage Door Replacement at FD - \$10,000 (the garage door at the fire department needs to be replaced with heavier equipment. The current equipment is for residential use garages).
- 3) Restroom Remodel at the FD - \$30,000 (the restrooms need to be updated at the fire department.)

**Parks and Recreation**

Movie events were discussed. Some were concerned about attendance at these events, stating that they have witnessed them being attended by more employees than by residents. This led to discussion about why there is a need to have so many staff members at these events. There was a concern for the cost involved in having so many members attend. Mr. Alfaro explained that it takes at least three (3) staff members to run the projector. He stated that he will monitor the number of staff attending at future events.

Council pointed out an error on line 01-39-3002. It should be \$9,176 and not \$97,800 and the total should be \$59,000.

Trails within the City were also discussed. Mr. Alfaro explained that the City was not approved for the Texas Parks and Wildlife grant that was to be used to connect the trails at the detention pond with the Lakes of Jersey Village and to run north to the MUD. However, Staff does plan to add trees along the detention pond and this can be done within budget.

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The project to build a structure over the splash pad was discussed in terms of the scope of the project and the seating that will be made available. Council also discussed the removal of the covered structure at Carol Fox Park.

*Council took a brief recess at 8:35 p.m. and reconvened at 8:45 p.m. with the following discussions:*

Before leaving the general fund, Council engaged in discussion about the amount of increased expenses to the general fund over that from last year. In terms of this increase, some wondered how much would be one-time expenses compared to recurring. City Manager Bless pointed out that the one-time expenses totaled \$455,753 and the recurring expenses totaled \$328,378. The CIP totaled \$567,000.

Fund Balance was discussed. In the past, when CIP Projects were not started these dollars were left in the General Fund. However, moving forward, CIP Project funds are being transferred from the General Fund to the CIP Fund in order to ear-tag those dollars for the intended specific project.

It was the consensus that the \$8 Million for City Hall should be moved to the CIP. Finance Director Kato explained how these funds should be moved. However, before the move is made, Finance Director Kato will check with the City's Financial Advisors to insure that the move will not affect the City's bond rating.

**Utility Capital Project**

Council discussed the Meter Replacement Project. Some wanted to know that since the program is now complete, will residents be able to see their real-time information? City Manager Bless told the Council that it is not possible for residents to see their real-time information and the City must still ride a route to read the meters, but manual reads are no longer required.

**Debt Service Fund**

The revenue and expenses of this fund were reviewed. Council also discussed the fund balance. In the past, the fund balance was more than it needed to be. City Manager Bless explained that the Fund Balance for the account has been adjusted to 10% which is the amount required by law.

**Traffic Safety Fund**

Council discussed the need to save the Fund Balance on this account in order to fund pedestrian improvements during the development of Village Center.

**Golf Course Revenues and Expenses**

Council engaged in discussion about the range fees. It was also noted that tournament play is increasing. The Course is looking to top just over \$2 Million in revenue.

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Council also discussed the credit card charge increase. Staff explained that the additional funding is needed to cover all credit card charges. The past two years have averaged roughly 29K in credit card charges, and it is estimated this trend for credit card usage will continue. Some members felt that \$30K was not enough.

**Golf Course Maintenance**

Discussion was had regarding the schedule for the Gray Water Project. City Manager Bless stated that the design work for the project is set for completion in August. Once it is complete, it will be sent to all the other entities involved for review. We are hoping to go out for bid in November/December of 2019.

Council discussed the Golf Course Depreciation Expense. Finance Director Kato explained that these calculations are done in September. Accordingly, there is no line item for this expense in the budget.

**K. ADJOURN**

There being no further business on the Agenda the meeting was adjourned at 9:58 p.m.

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Lorri Coody, City Secretary

